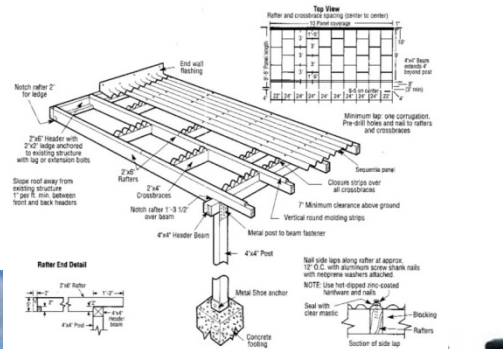


Town of Buckeye Development Services/ Building Safety Division



Homeowner's Manual to Building Permits and Project Guidelines

Issued April 15, 2013

Town of Buckeye
530 East Monroe Avenue
Buckeye, Arizona 85236
Phone (623) 349- 6200
Fax (623) 349-6222
www.buckeyeaz.gov



Welcome Homeowners!

The Town of Buckeye recognizes that homeowners are the foundation of our growing Municipality. Whether your residential project is a minor improvement or a brand new home, building permits provide important documentation that the Town authorized your construction and then will inspect your project for compliance with applicable safety standards and local laws. You will often need to show this information to potential buyers and lenders if you sell or refinance your home.

Development Services and Building Safety Division staff developed this handout to help answer questions that frequently arise as homeowners proceed through the permit process for single-family home improvement projects. We hope it offers you introductory information as you plan your next home improvement project. For additional information, Our staff is available to assist you at the public counter of the Building & Safety Division on a first-come, first-served basis, or you may call the appropriate staff for an appointment.

Thank you and
Buckeye is Open for Business!

George Flores – Development Services Center Manager

Development Services Counter

Buckeye Town Hall – 2nd Floor

530 East Monroe Avenue

Buckeye, Arizona 85326

623-349-6200

www.buckeyaz.gov

Hours

Monday through Thursday.....7:00 am to 6:00 PM

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Introduction

This manual is designed for the Town of Buckeye homeowner. It is intended to:

- Answer some of the most commonly asked building code and compliance questions.
- Provide information concerning the requirements for obtaining a building permit.
- Provide examples of plans and details that will aid in project completion and code compliance.
- Inform homeowners of the requirements that must be met by contractors.

It is the responsibility of the homeowner to locate the property lines and to contact the Arizona Blue Stake Center with a request to have all underground utilities located. The Arizona Blue Stake Center can be reached at (602) 263-1100 or (800) 782-5348. You need to call at least two days before you dig.

Please Note

If the home is in a subdivision with a homeowners' association, we encourage the homeowner to receive approval from the association before applying to the Town for a building permit

Senate Bill 1598

Questions,

Answers and Choices

What is Senate Bill (SB) 1598?

The Arizona Legislature, in 2011, codified Arizona Revised Statutes Section 9-831 et seq. that applies to all Arizona municipalities and counties. The purpose of this bill was to establish review time frames and certain other procedures related to the issuance of licenses as a "Bill of Rights" for the public. This applies to the various Town of Buckeye application review procedures that produce outcomes that qualify as "licenses", defined in A.R.S. § 9-831(2) as "the whole or part of any municipal permit, certification, approval, registration, charter or similar permission required by law."

How does SB1598 affect my project?

Effective January 1, 2013, upon application submittal, the Town will review the application for a license as outlined in the Town's *Senate Bill 1598 Compliance Review Policy, Development Services Licensing*. This document, adopted by the Town Council on December 18, 2012 establishes review time frames for all items requiring licensure. The Town will require all items associated with your project to be reviewed simultaneously, therefore all items must be submitted together in one package.

How long will it take my project to receive approval?

An Overall time frame has been established for various application types. Each application will be reviewed for Administrative Completeness and if deemed administratively complete will proceed to a Substantive Review. The adopted time frames can be found in the 1598 Compliance Review Policy, Development Services Licensing.



Can I choose to waive my rights under SB1598?

You can waive your rights under SB 1598 by completing and signing a Waiver of Claim form. In doing so, the Town has established time frames for license issuance which provide greater flexibility for you both in the items submitted and the opportunity for communication with the approving department.

What is the process if I waive my rights under SB1598?

You will submit your completed application and documents for review as normal. The only change will be the added requirement of completing and signing a Waiver of Claim form and required exhibits, which is available on the Town's website or at the Development Services Center.

Are there any other forms or information that I need to be aware of before I deliver my application for a license?

To receive a copy of the *Senate Bill 1598 Compliance Review Policy, Development Services Licensing* either visit the Town's website or request a copy from the Permit Center Customer Service Desk at (623) 349-6200.

Who can I talk to about my project concerns?

You may talk with your project coordinator or contact the Permit Center Customer Service Desk at (623) 349-6200.

Development Services Department
AUTHORIZED OPTIONS TO SB1598

PERMIT NO.: _____

REGULATORY REFORM – A.R.S. 9-831. et seq

As of December 31, 2012, Town departments issuing permits/licenses will have an established timeframe to either approve or deny a permit application.

Departments shall make **ONE** comprehensive review and concurrently may make **ONE** request for additional information. After the resubmittal review, the permit application will either be approved or denied. If denied, the applicant will be notified of the reason(s) for denial.

There are **TWO** review options which provide increased flexibility for each application under the State mandated process:

Option 1

Since projects vary in complexity, the statute provides the applicant the option to allow for additional substantive reviews and extend the overall timeframe by 25%.

Initial Opt. 1

Option 2

The applicant may choose to opt out of the Town's SB1598 Compliance Review Policy and choose the Town's more flexible Review Policy by signing the below Waiver of Claim (see reverse for Waiver of Claim details).

Initial Opt. 2

ACKNOWLEDGEMENT

Applicant Name: _____
(Print Name: Applicant, Owner or Authorized Representative)

By: _____
(Signature of Applicant, Owner or Authorized Representative)

Its: _____
(Title of Applicant, Owner or Authorized Representative)

Town of Buckeye, an Arizona Municipal Corporation:

By: _____
(Signature)

Applicant Name: _____
(Print Name: Applicant, Owner or Authorized Representative)

By: _____
(Signature of Applicant, Owner or Authorized Representative)

Its: _____
(Title of Applicant, Owner or Authorized Representative)

Printed Name / Title: _____

State of Arizona
County of _____

On this _____ day of _____, 20____, before me personally appeared _____ on the basis of satisfactory evidence to be the person who he/she claims to be, and acknowledged that he/she signed the above/attached document.

My commission expires: _____

Notary Public Signature

Revised: 3/5/13

FREQUENTLY ASKED QUESTIONS FOR HOME IMPROVEMENT PROJECTS



Which home improvement projects require permits?

Building permits are typically required for any home improvement, repair, alteration, construction or demolition project, including pool or spa installations, sandblasting, most excavation and the erection of temporary structures such as temporary power poles. Permits are also required for re-roofing projects and improvements to plumbing, mechanical and electrical systems.

Home Improvement Projects that require permits include but are not limited to:

- Swimming Pool
- Installation of Gas Lines for BBQ/Fire pits and pool heater
- Photovoltaic (Solar Panels)
- Construction of wrought iron/masonry fence and/or seat walls
- Room addition
- Sheds above 120 square feet in area
- Permanent (in ground) Gazebos
- Patio Covers
- Installation of Solar Hot Water Heater

Although some common improvements are exempt from building permit requirements, the work must comply with applicable Town laws including building codes and zoning regulations.

When in doubt, please ask, we are here to help!

Which home improvement projects do not need a Permit?

Per Section 105.2 of the 2006 International Building Code, a building permit is not required for the following:

- One-story detached accessory structures used as tool and storage sheds, playhouses and similar uses, provided the floor area does not exceed 120 square feet.
- Retaining walls that are not over 4 feet in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge or impounding Class I, II or IIIA liquids.
- Sidewalks and driveways not more than 30 inches above adjacent grade, and not over any basement or story below and are not part of an accessible route.
- Painting, papering, tiling, carpeting, cabinets, counter tops and similar finish work.



- Prefabricated swimming pools accessory to a Group R-3 occupancy that are less than 24 inches deep and installed entirely above ground.
- Shade cloth structures constructed for nursery or agricultural purposes, not including service systems.
- Swings and other playground equipment accessory to detached one- and two-family dwellings.
- Window awnings supported by an exterior wall that do not project more than 54 inches from the exterior wall and do not require additional support.
- Replacement of toilet, bathtub or sink fixtures
- Ordinary repairs to structures, replacement of lamps or the connection of approved portable electrical equipment to approved permanently installed receptacles. Such repairs shall not include the cutting away of any wall, partition or portion thereof, the removal or cutting of any structural beam or load-bearing support, or the removal or change of any required means of egress, or rearrangement of parts of a structure affecting the egress requirements; nor shall ordinary repairs include addition to, alteration of, replacement or relocation of any standpipe, water supply, sewer, drainage, drain leader, gas, soil, waste, vent or similar piping, electric wiring or mechanical or other work affecting public health or general safety.

Do I need construction drawings (plans) to obtain a permit?

Permits usually require plans. Depending on your project type, required drawings may include a site plan, foundation, floor, framing, and roof plans, building elevations and sections, construction details and structural calculations. When new floor area is added, an energy efficiency report is also required.

Am I required to hire an Architect or Engineer?

When plans are required, it is usually best to have an experienced design professional, such as a licensed architect or engineer assist you. Plans for nonstructural alterations, such as door and window replacements, can be drawn by anyone. For projects involving structural modifications, plans and calculations are typically required and must be prepared, signed and stamped by an architect or engineer licensed in the state of Arizona.



How To Obtain A Building Permit

The Development Services Construction Permit Center is located on the second floor of the Buckeye Town Hall at 530 East Monroe Avenue in downtown Buckeye.

Any construction requiring a permit also requires that a licensed contractor do the work, unless the owner-applicant performs the work. It is the responsibility of the homeowner or the contractor to obtain a building permit. If you own a home that you lease or rent to others, a licensed contractor is required to obtain a permit.



If the home is in a subdivision with a homeowners' association, we encourage the homeowner to receive approval from the association before applying to the Town for a building permit.

Application

When applying for a permit, provide two sets of detailed plans that include:

- Legal description(s) and parcel number(s).
- Plot (site) plan, which must show property lines, all buildings on the lot and dimensions from any new structures to related property lines.
- Floor plan.
- Building elevations.
- Structural details (footings, post to beam connections, truss calculations).
- Mechanical, plumbing, electrical plans, etc. (if applicable).

Fees

Building permit and plan check fees are charged according to the valuation of your project. The valuation is estimated based on the approximate cost to have a contractor do the job, including labor and materials. The Town of Buckeye Fee Schedule utilizes the February 2010 edition of the Building Safety Journal to determine the minimum value per square foot. If the valuation you provide is less than the valuation in the fee schedule adopted by the Town, your permit fees will be based upon the Town Fee Schedule. All valuation adjustments are computed as part of the plan review process. The minimum permit fee is \$33.00, based on a valuation of \$500.00 or less, and the permit fee increases from this point. Please note:

- Plan check fees are due at the time you submit your plans.
- Any project under construction or completed without a permit will be charged a double permit fee.

How long does it take to obtain a permit?

The timeline for permit reviews are based on the review option the homeowner selects: the SB1598 process or Town of Buckeye process.

“Town of Buckeye Review Policy Process”

- Multiple application conferences available before submittal and during process.
- During review period applicant may propose changes to support permit approval and substantial and multiple changes may be made without reapplication.
- No refund for a review period longer than the established timeline. However, our Development Services Department (DSD) is committed to meeting or exceeding established permit review periods. Complex applications or substantial changes may take longer.
- Denials will be explained and the applicable provisions identified.
- Applicant may request code clarification.

APPLICATION APPROVAL PROCESS Must sign waiver to qualify - Maximum 5 (five) total reviews All Review Timeframes are Town Working Days			
APPLICATION TYPE	AVERAGE TIMEFRAMES EACH REVIEW*		
	1st Review	2nd Review	Subsequent Review
Residential Design Review	20	8	8
Building Safety: Residential Less than 5,000 sq. ft. (Each)	16	8	8
Building Safety: Residential Greater than 5,000 sq. ft. (Each)	20	12	12
Fire Department Review (Each)	16	16	16

A.R.S. § 9-831 - SB1598 Compliance Review Timeframe Application Process”

- A limited number of opportunities to confer with staff and supply necessary information and materials. DSD may request additional information only once after the application is deemed administratively complete.
- If Town fails to meet established timeline for review, an application may be deemed complete although lacking essential materials. If an application is not timely approved or denied, fees are refunded to the applicant.
- During review period applicant loses opportunity to propose alterations to support permit approval or changes in circumstances during development.
- DSD shall make one comprehensive review and concurrently one request for additional information. After the resubmittal review, the permit application will either be approved or denied.
- Denials must be explained and the applicable provisions identified.
- Applicant may request code clarification.
- Review timeframes on the Town's website and at the Permit Center Counter.

APPLICATION TYPE	TIMEFRAMES		
	Administrative Completeness	Substantive Review	OVERALL
Building Safety Submittal Package: Residential (includes Fire Department Simultaneous Review, if any)	16	90	106

Do I need to hire a contractor?

Homeowners can act as their own contractor (owner-builder) on their residence but we recommend that you hire a licensed and properly insured contractor unless you are experienced in construction work and intend to do the work yourself. You can verify the status of a contractor's license and find excellent information on how to select the contractor from the Arizona Registrar of Contractors at WWW.AZROC.GOV Informative handouts on contractor selection are also available at the Development Services counter.



Who can get a building permit?

Either the property owner or a properly licensed contractor and applicant may obtain a permit.

Contractors must provide current Arizona State Contractors License and current Town Business License.

Owner/Builders must provide proof of ownership if recent transfer or if the owner is a company, corporation or trust. A notarized Letter of Authorization from the owner is required if the applicant is an authorized agent. Homeowners must provide proof of identification and complete, sign and submit an Owner/Builder Declaration Form. The form must be notarized if the owner's signature does not occur in the presence of Town permit staff.

What time of the day is construction work allowed?

Noise resulting from construction, erection, excavation, demolition, alteration or repair in any residential zoned area or district within the town shall take place only during that period of time which begins **one hour prior to sunrise and ends at sunset, Monday through and including Saturday**

How long do I have to complete the work?

Permits do not have time limits, however, you must receive a substantial inspection within 180 days of permit issuance and if you do not receive an inspection within 180 days, the permit will automatically expire. Expired permits can be renewed with payment of additional fees.

What if I want to make changes to my project after the permit is issued?

Town staff must approve changes to permit and plans prior to scheduling related inspections. If the scope of the proposed change is outside the scope of work shown on your permit, you will need to have your building permit revised and reissued. If plans were originally required with your permit, the changes will need to be shown on a new set of plans and submitted for review. After approval, you will be given new approved plans to show the Town inspection staff at the construction site that your changes are authorized.

How do I schedule inspections?

Before covering any work, you need to obtain inspection approval.

Inspections are scheduled using the Town of Buckeye's web based Permit Portal Access to apply for, obtain, and track current permit status and/or inspection information.

If any inspection is made and the work not approved, the applicant must make the necessary corrections prior to the commencement of any additional construction activity. Construction work may be stopped at any time for non-compliance to codes and/or approved plans.

The applicant is responsible for requesting all required inspections, at least 24 hours in advance. Inspections are required for the following:

- Grading
- Electrical Wiring
- Electrical service connection
- Roof sheeting and re-roof
- Footing
- Sheet rock
- Stem wall
- HVAC
- Framing and structure
- Plumbing fixtures
- Gas line
- Mobile home set-up
- Water and sewer lines
- Fencing



The Town of Buckeye Arizona

Government Departments For Business For Residents For Visitors

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BUCKEYE ARIZONA SOLAR Community

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Buckeye 82°F

Spotlight on Buckeye

Buckeye's 46th Annual Melodrama and Olio Set for April 5-6

"The Veggie Villain... or He Had a Steak in It" is the title of Buckeye's 46th Annual Melodrama & Olio Friday and Saturday, April 5-6.

The 46th annual Melodrama and Olio will be held at 7 p.m. each night in the Youngker High School.

The Town of Buckeye Arizona

Government Departments For Business For Residents For Visitors

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Online Assist

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Town of Buckeye water and sewer services

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Town of Buckeye online water and sewer payment options

[Americans With Disability Act](#)
ADA Compliance requests for Town meetings

[Customer Service Line](#)
Submit your customer service requests, comments and concerns online

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Obtain a passport through the Town of Buckeye

[Permit Portal Access](#)
Apply for, obtain, and track current permit status information

[Public Records Requests](#)
Forms and information for public records

Contact
Town of Buckeye
530 East Monroe Avenue
Buckeye, AZ 85326
Phone: (623) 349-6000
Fax: (623) 349-6099

Administrative Hours
Monday - Thursday
7:00 AM - 6:00 PM

The Town of Buckeye Arizona

Buckeye

Home | Buckeye Home

Application Search

Advanced Search

Permitting

- Search for a Permit
- View Scheduled Inspections
- Today's Inspection Schedule
- Request an Inspection
- View Reports

Complaints

- Submit a Complaint
- View Complaint Status

Other

- Downloadable Documents
- Glossary

Welcome to the Town of Buckeye Online Permit Center!

The Permit Center provides public access to the current status of permits, permit reports, inspection requests and activity, as well as access to reference material and documentation.

To search for permit status, request an inspection, verify that an inspection has been scheduled, or obtain other related information, please use the menu on the left.

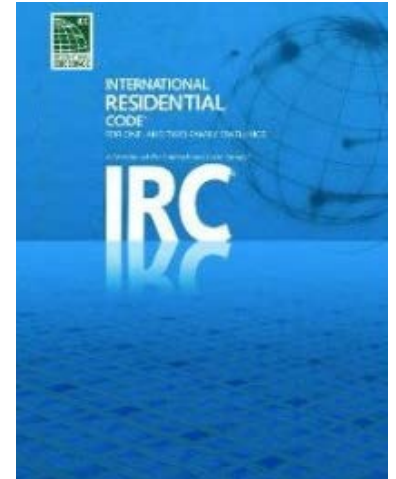
Applications, forms, brochures, and other information can be downloaded with the Downloadable Documents link.

You can get informational reports with the Reports link. For other permit-related county information, please email us at pmarcotte@buckeyeaz.gov

Building Codes

Unless otherwise noted, The Town of Buckeye currently used the 2006 edition of the codes indicated below.

- Town of Buckeye Development Code, ordinances, rules and regulations
- “International Building Code”, 2006 ICC Edition
- “International Residential Code”, 2006 ICC Edition
- “International Plumbing Code”, 2006 ICC Edition
- “International Mechanical Code”, 2006 ICC Edition
- “International Fuel Gas Code”, 2006 ICC Edition
- “National Electrical Code”, NFPA 70, NEC 2005 Edition
- “International Fire Code”, 2006 ICC Edition
- “International Existing Building Code”, 2006 ICC Edition
- “International Energy Conservation Code”, 2006 ICC Edition
- “International Property Maintenance Code”, 2006 ICC Edition
- “Town of Buckeye Development Code” as adopted Article One to Article Eight as a part of Chapter 7 of the Buckeye Town Code.
- “Town of Buckeye Public Works Amendments” as adopted Ordinance 460 “Chapter 12 –Land Division and Standards of the Maricopa Association of Governments (MAG).

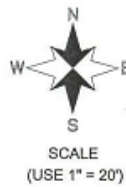
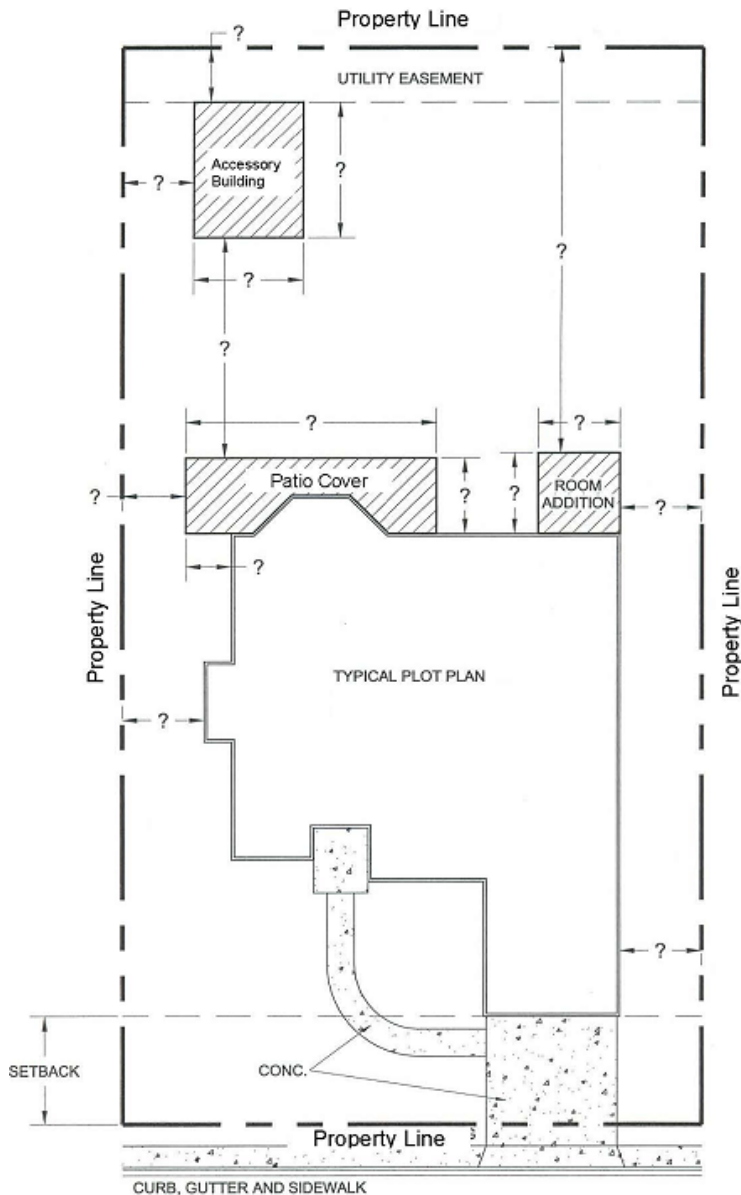


Please also refer to the Town of Buckeye Amendments, on the Web at www.buckeyeaz.gov

Plot Plan

Every permit that requires a building plan must be accompanied by a plot plan. A plot plan is a drawing of the lot showing the following:

- Location of property lines on all sides.
- All existing buildings on the lot, including their dimensions and distances to property lines.
- All proposed additions or structures with their dimensions and distances to property lines.
- Total square footage of the lot, existing buildings and proposed additions.
- Name, address and phone number of the homeowner
- North arrow and scale



Helpful Hint: Graph paper can assist the novice in drawing plans to scale!

Note: To find the true property line, determine the right-of-way (ROW) width. This information is available from the Town of Buckeye Planning Department at 623-349-6211.

Fences and Walls

The height of any fence located between the principal structure and the rear or side property line shall not exceed six (6) feet.

It is the responsibility of the homeowner to locate the property lines and to contact the Arizona Blue Stake Center with a request to have all underground utilities located. The Arizona Blue Stake Center can be reached at (602) 263-1100 or (800) 782-5348. You need to call at least two days before you dig.

All fences must be maintained a minimum of 3 feet from fire hydrants or utilities.

If a pool fence is being replaced, the pool area must remain secured during construction.

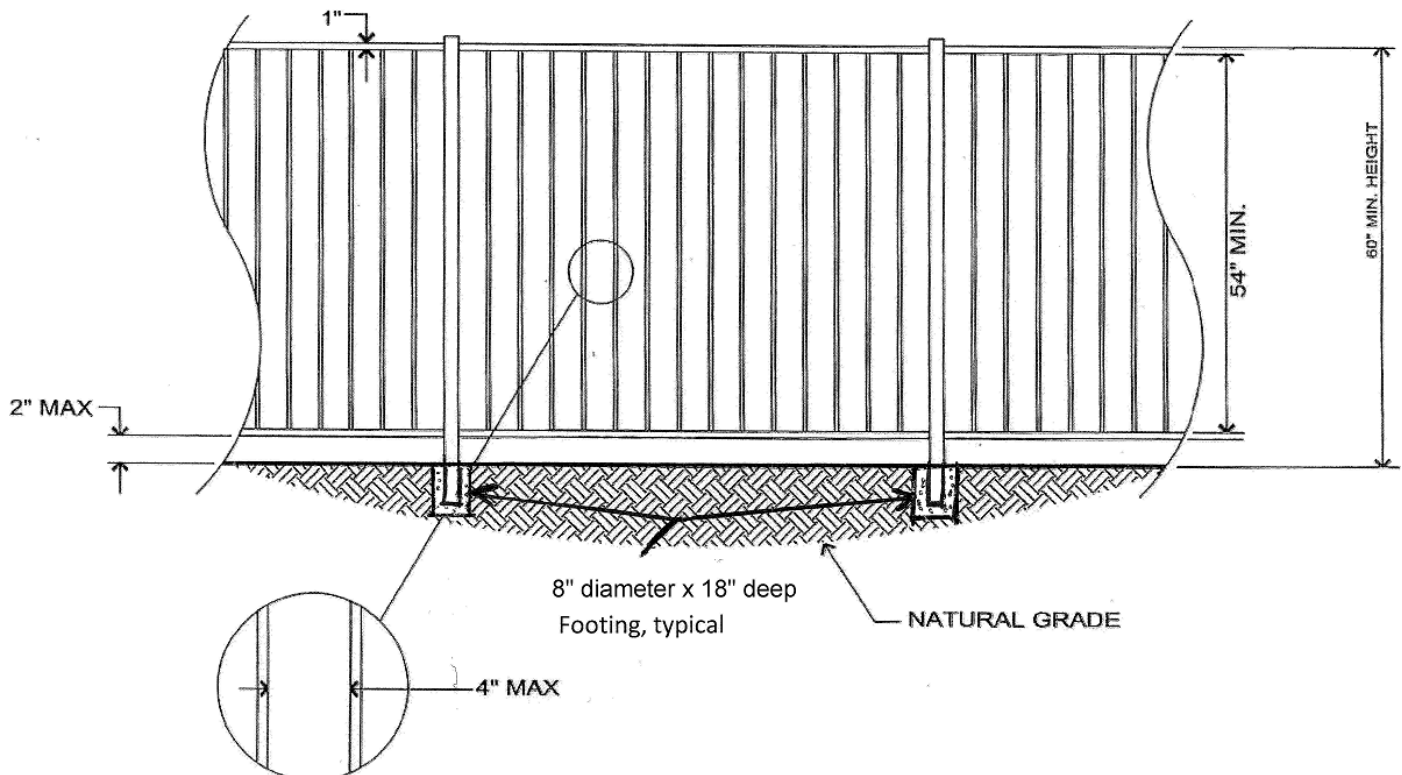
If you live on a street corner, whether or not it is an arterial, collector or local street, you must locate your fence so it does not pose as a safety hazard to pedestrians and drivers.

A permit is required for retaining walls.

A permit is required if a fence is to be placed on top of a retaining wall.

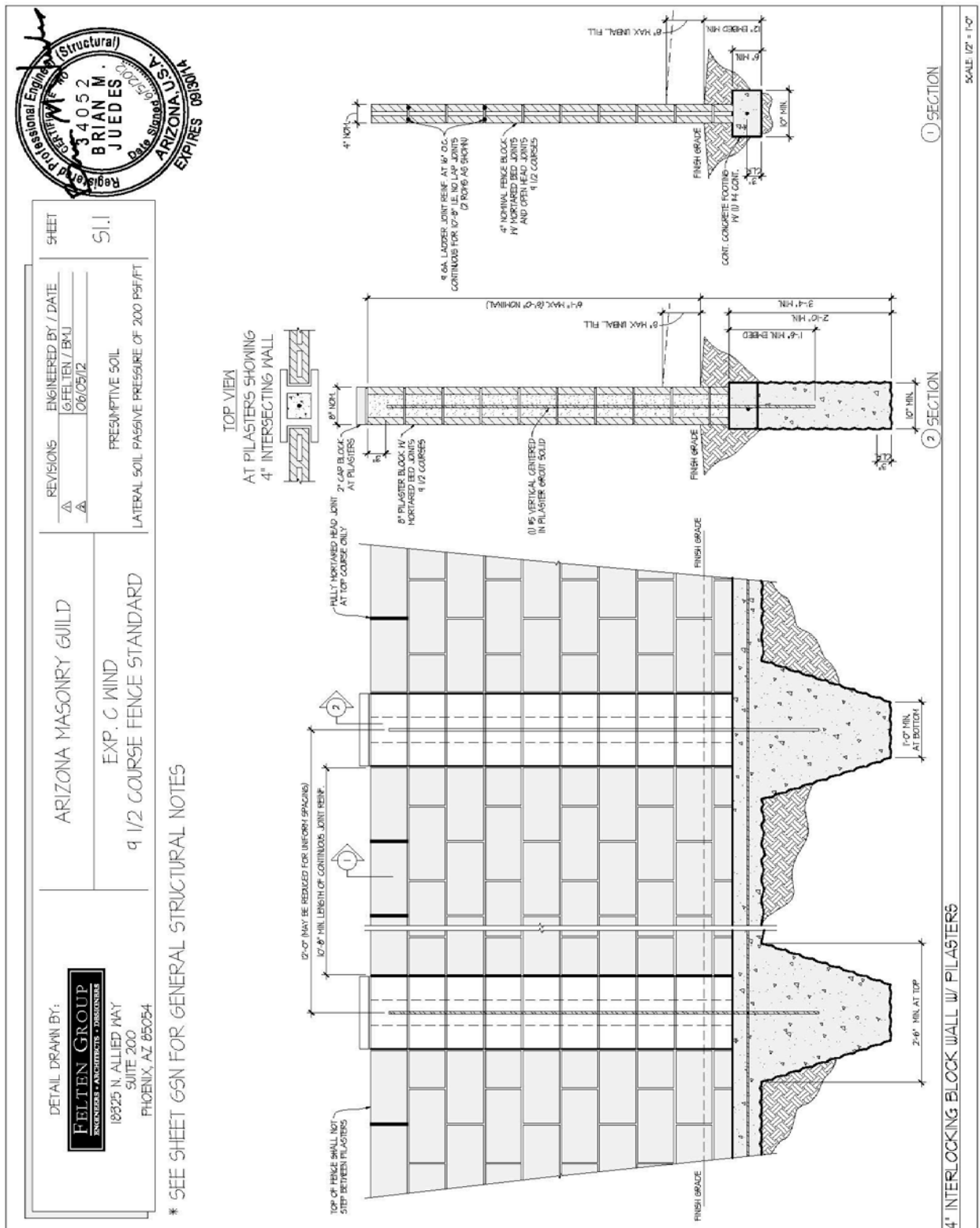
4-inch thick walls are not an approved system to be used as retaining walls. Regardless of height, all fences or walls require zoning clearance. Planning staff review and approve the fence/wall placement and type of material.

Wrought Iron Fence Detail



Masonry Fence Details

The Arizona Masonry Guild recommends the follow detail for masonry fences:



Electrical and Gas Permits

Electrical Permits (200 amp maximum)

Clearly indicate the size and type of conductors (wire) being used, i.e. #6 THHN. Also, indicate the size and type of conduit and the proposed burial depth. Indicate the length of all runs above ground or through an unconditioned space such as an attic.

Provide a panel schedule showing the existing and new breakers if you propose adding a sub-panel. Load calculations may also be required. (See Appendix C at the back of this booklet for a calculation form that you can use to simplify the process.)



Provide grounding electrode conductor and grounding electrode:

- Grounding electrode is a metallic rod driven into the earth.
- Grounding electrode is a minimum of 8 feet long.
- Grounding electrode conductor must terminate on rod with an acorn clamp.
- Grounding electrode conductor must be a minimum solid #4 AWG bare copper conductor.

If Ufer (concrete encased electrode) is provided, the previous items do not apply. The Ufer shall be 20 feet of solid #4 AWG bare copper conductor in concrete with solid #4 AWG bare electrode conductor to the service entrance section.

- Water Bond- Provide a metallic, minimum #4 AWG bare copper conductor connected with a water bond clamp to the cold water supply at an outside hose bib or at the cold water piping of the water heater. This must be readily accessible.
- Gas Bond- Provide a minimum #4 AWG bare copper conductor connected on the user side to the gas line with an approved clamp that is readily accessible.

All overhead services must have a point of attachment on the weather head mast.

All breakers inside the service panel must be compatible with the panel cover (dead front) and permanent ink must be used.

Gas Permits

When adding a gas line inside the residence, or attaching to an existing gas stub out, you need to provide:

- A gas riser schematic that shows the length of all sections of the gas line, starting at the gas meter. Show all existing appliances, as well as any proposed additions.
- The total BTU rating of each appliance.
- Size of piping.
- Length of run.
- Piping material.
- Tracer wire.



If you propose adding a new gas line from the meter you need to:

- Show the length of all sections of the gas line, starting at the gas meter.
- Provide the total BTU rating of each appliance.
- Provide each line size.
- Provide each line type.
- A yellow 18 AWG tracer wire secured 8' O.C. to gas line with fastener tape and 1'-0" exposed at both ends.

All tests must be made through the open valve and flex line. The flex line must be capped at the appliance connection.

The use of heat fusion PE (polyethylene) plastic pipe requires a minimum 12-inch deep trench and a continuous insulated 18-gauge copper tracer wire. PE is not allowed for use beneath any slab, i.e. pool deck, patio, sidewalk, driveway.

All metal gas piping used in underground systems shall have factory-applied coating. Field wrapping is limited to fittings and short sections of piping, where the factory wrap has been damaged or stripped for threading or welding.

Galvanized fittings or piping is prohibited in underground systems.

Patio Covers

Posts for patio covers will require a footing. The minimum footing size is 12" square and 12" below grade.

Rafters must be sized according to tables in the 2006 International Residential Code, and beams must be sized to carry the calculated roof loads. (Laminated beams may not be used in exposed locations unless they are approved for exterior use.)

Ledgers supporting rafters must be secured directly to existing wall framing members. Rafters may not be attached directly to the existing fascia or to roof truss tails. They must bear on the existing wall top plate or attach directly to the house by ledger board that butts directly against vertical studs. (Any stucco or gypsum board covering the studs must be removed.)



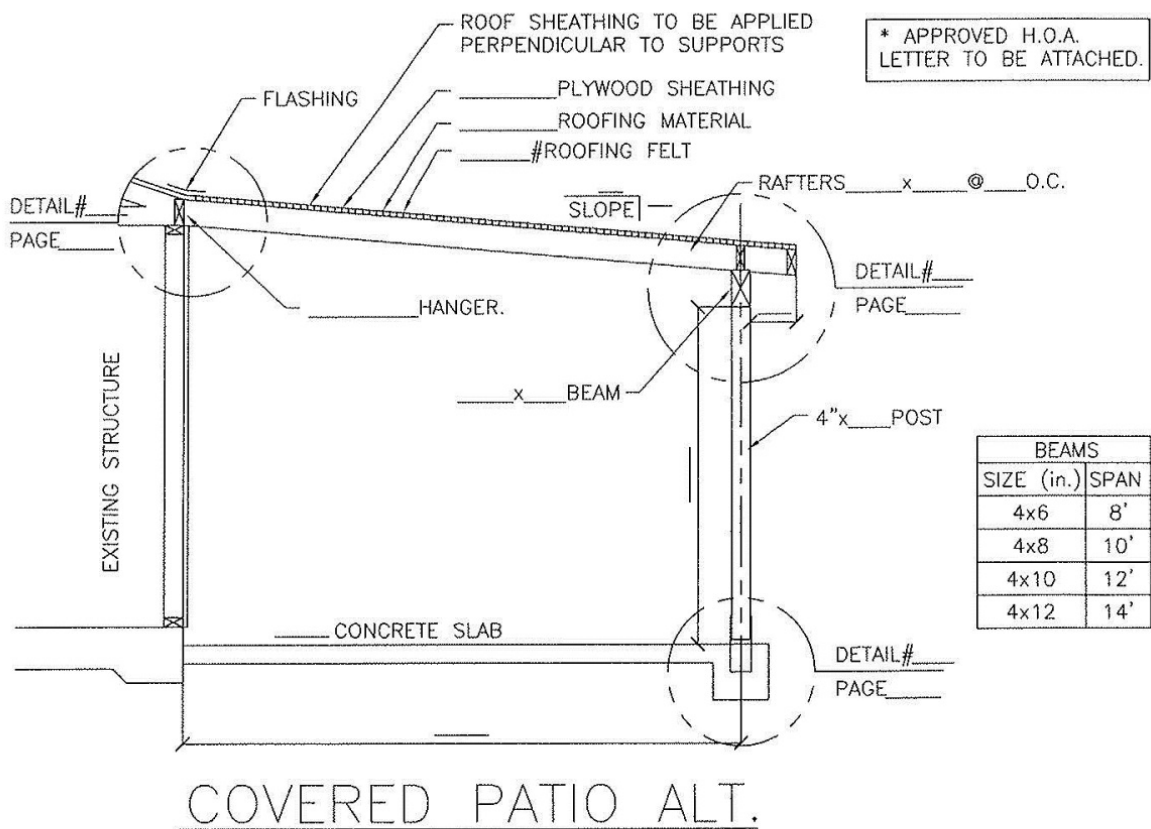
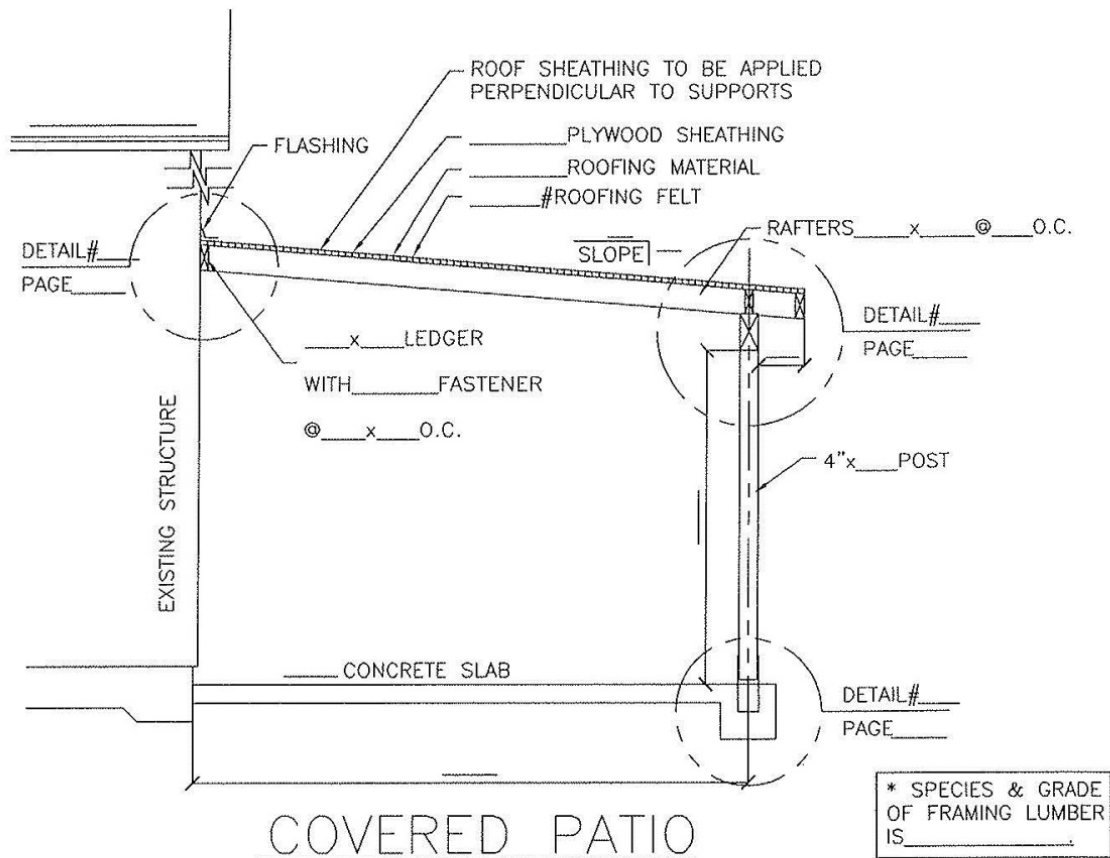
The minimum required roof slope is ¼-inch per foot. The roof slope varies depending on the type of roofing material you propose to use. The type of roofing material shall be indicated on your drawings as well as the roof slope.

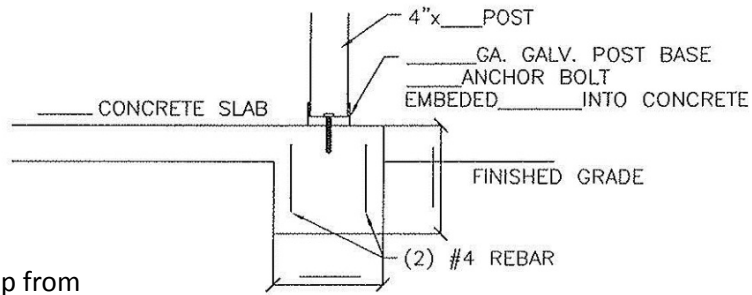
There shall be a mechanical path of load transfer from the roof to the foundation. Show all uplift rated connectors, the manufacturer and part number.

The minimum height from the finished floor to the bottom of any beam is 6 feet, 8 inches.

The drywall installed on the ceiling can be either Soffit or Brown Board. Where the roof framing is 12 inches on center, Greenboard may be used.

Please refer to the patio cover details on the following pages. You may copy these details and use them as part of your submittal.

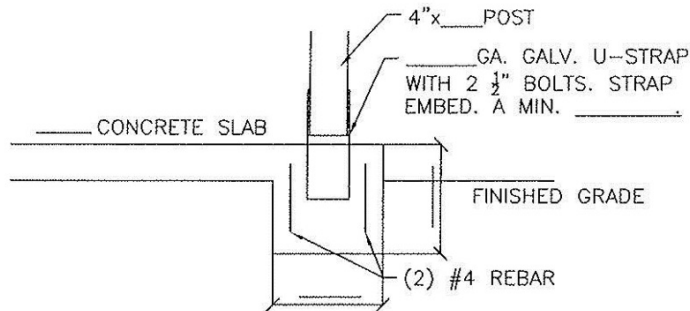




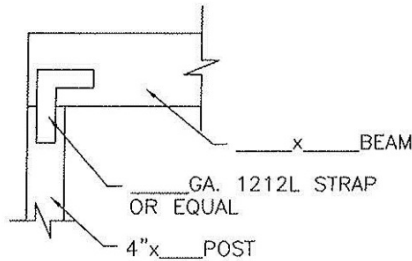
Notes:

- Provide 1" clear air gap from open grain of post and concrete
- Wood cannot rest on concrete

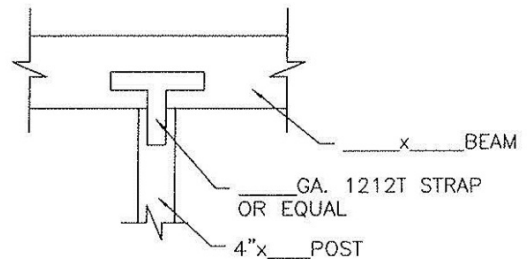
DETAIL F-1



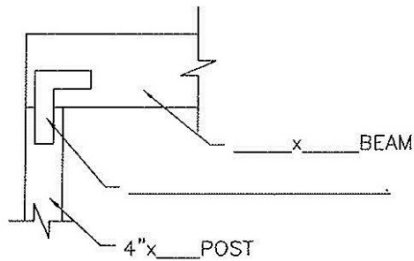
DETAIL F-2



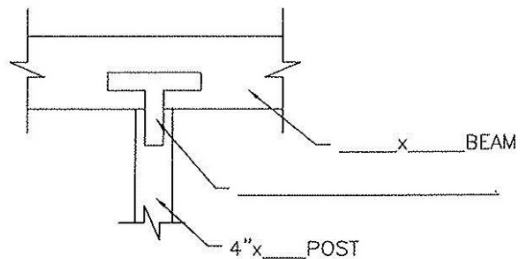
DETAIL R-1



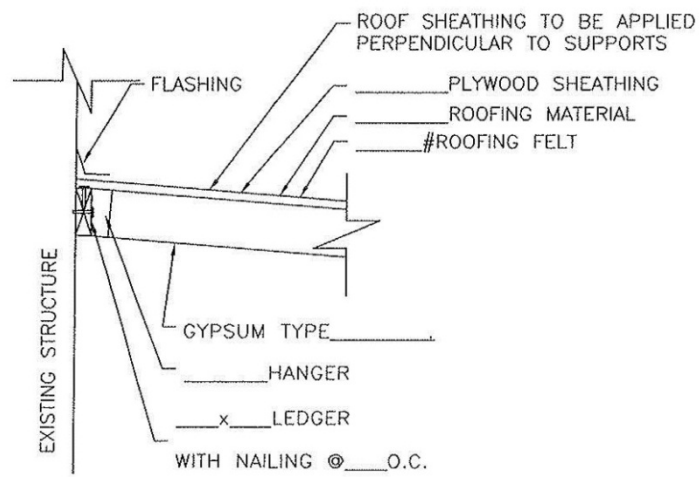
DETAIL R-2



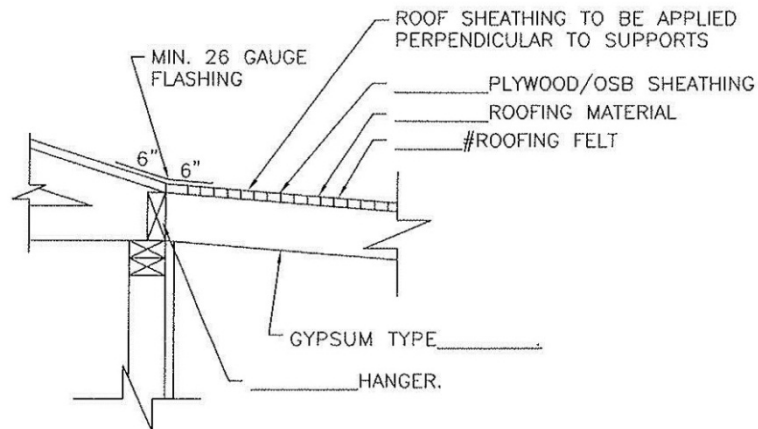
DETAIL R-1 ALT



DETAIL R-2 ALT



DETAIL R-3



DETAIL R-3 ALT.

Open-Air Ramadas or Gazebos



An open-air ramada or gazebo is a structure open on the sides and supporting a roof or lattice-type cover. Its primary purpose is to provide shade in conjunction with a recreational activity such as a swimming pool, spa, or sitting area. It is not to exceed the height of the home and must be 10'-0" from the home.

Any proposed ramada or gazebo that exceeds these specifications will be reviewed as an

accessory building and is required to meet all property setbacks as required by the Town of Buckeye.

A 10'-0" setback is required when the open-air ramada or gazebo is in a backyard adjacent to an alley.

Roofing

You need to get a permit to re-roof your house when you are:

- Replacing the old roofing material with a different material such as concrete tile. An engineering analysis is required to determine if the existing roof assembly will withstand the additional loads.
- Replacing the old roofing with like material that already exceeds two layers.
- Any re-roofing

Stucco

You need to get a permit to stucco your house or accessory building.

"One-coat" Stucco systems require a permit and inspection under all circumstances. The building inspector will need to see that the installation contractor is a licensed applicator.

Other stucco systems, such as a three coat system, require a permit so that the inspectors can ensure that the lath ("chicken wire") and other components are properly installed.

The only time a permit is not required for a stucco system is if the stucco is being directly applied (no lath) to CMU walls.

Room Additions

A room addition is defined as any space added on to an existing dwelling, including the enclosure of an existing covered area, such as a patio cover.

To obtain a building permit, please submit:

- Completed application.
- Two copies of the plot plan showing the house on the lot and the proposed room addition with distances to property lines.
- Foundation plans, wall details and exterior elevations.
- Existing and proposed dimensioned floor plan showing windows and sizes, location of plumbing fixtures, electrical outlets, heating, lighting and smoke alarms.

The addition must be architecturally integrated with the existing residence. It should not detract from the surrounding residences.

The drawings need to clearly indicate what the wall and roof covering is on the existing residence as well as the proposed addition. You must provide elevation drawings showing both the existing residence as well as the proposed addition.

Show the footing size on your wall section. Continuous footings are a minimum of 12 inches wide and a minimum of 12 inches below grade with #4 rebar. The sill plate shall be a minimum of 6 inches above grade with pressure treated or decay resistant lumber.



Typically, any room (other than a bathroom or kitchen) that has a closet shall be considered a sleeping room and will need to meet all sleeping room requirements.

Sleeping rooms, as well as the area outside of sleeping rooms, are required to have smoke alarms. When interior alterations, repairs or additions requiring a permit are made, or when one or more sleeping rooms are added or created in existing dwellings, the individual dwelling unit shall be provided with smoke alarms located as required for new dwellings. The smoke alarms must be interconnected and hard wired. Carbon Monoxide detectors are now required also, outside of each separate sleeping area (2006 IRC Section 315).

Any main door to the outside must have a concrete landing. The width of each landing shall not be less than the door served. Every landing shall have a minimum dimension of 36 inches measured in the direction of travel.

A switched exterior light is required at the exterior side of each outdoor egress.

Finished floor elevation equal to existing or at minimum engineered certified elevation or 1'-0" above floodplain (issued by Maricopa County Flood Control).

Any non-bearing wall to be added does not need its own footing, but it shall have a bottom plate of treated wood or wood of natural resistance to decay. This bottom plate must be fastened to the slab in an approved manner and must be a minimum of 6 inches above the adjoining surface.

Any bearing wall shall have its own footing, a bottom plate of treated wood or wood of natural resistance to decay, must be secured in an approved manner and must be a minimum of 6 inches above the adjoining surface.

If you plan to use engineered roof trusses on your project, you must submit sealed engineered roof truss calculations or the roof truss design review waiver with your permit application. The waiver requires the seal of a State of Arizona registered architect or engineer.

Provide a complete floor plan of the room adjacent to the proposed room addition. Indicate the



size of the existing room, the size and location of all exterior doors and windows. All habitable rooms shall be provided with a daylight area of not less than 8% of the floor area of such rooms. Natural ventilation shall be through windows, doors, louvers or other approved openings to the outdoor air. The openings shall be provided with ready access or shall otherwise be readily controllable by the building occupants. The minimum openable area to the outdoors shall be 4% of the floor area being ventilated. If you propose to remove or cover existing windows, this information must be included in your drawings.

Provide every dwelling unit with heating facilities capable of maintaining a minimum room temperature of 68°F at a point 3 feet above the floor and 2 feet from exterior walls in all habitable rooms. Portable space heaters shall not be used to achieve compliance with this requirement. Indicate how the required heating will be provided.

At least one wall switch controlled lighting outlet shall be installed in every habitable room and bathroom.

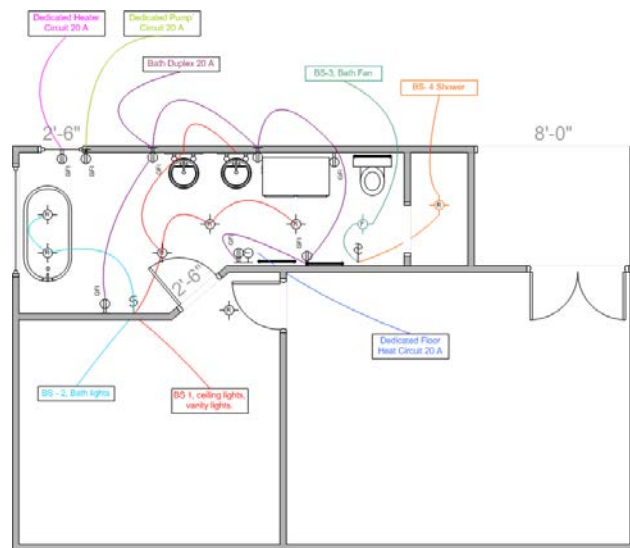
Install receptacle outlets so that no point along the floor line in any wall space is more than 6 feet (measured horizontally) from an outlet in that space. Insofar as practicable, space receptacles at equal distances apart.

All branch circuits that supply 125-volt, single-phase, 15- and 20-ampere outlets installed in **all habitable rooms** shall be protected by an arc-fault circuit interrupter listed to provide protection of the entire branch circuit. Also, all new 15 and 20V receptacles shall be tamper-proof.

A receptacle outlet shall be installed at each kitchen wall counter space 12 inches or wider. Receptacle outlets shall be installed so that no point along the wall line is more than 24 inches measured horizontally from a receptacle outlet in that space. Exception: Receptacle outlets shall not be required on a wall directly behind a range or sink. At least one receptacle outlet shall be installed at islands and peninsulas with a long dimension of 24" or greater and a short dimension of 12" or greater. All 125 volt 15 and 20 amp receptacle outlets serving kitchen countertop spaces shall have GFCI protection.

All 125-volt, single phase, 15- and 20-ampere receptacles installed outdoors shall have ground-fault circuit-interrupter protection (GFCI) for personnel.

At least one wall receptacle outlet shall be installed in bathrooms. It must be located within 36 inches of the outside edge of each lavatory basin. The receptacle outlet shall be located on a wall that is adjacent to the lavatory basin location. All 125-volt, single- phase, 15- and 20-ampere receptacles installed in bathrooms shall have ground-fault circuit-interrupter protection (GFCI) for personnel.



Provide a panel schedule showing the existing and new breakers if you propose adding a sub-panel. Load calculations may also be required. (See Appendix B at the back of this booklet for a calculation form that you can use to simplify the process.)

Every sleeping room shall have at least one openable emergency escape and rescue opening.

- If the opening is a window, it shall have a sill height of not more than 44 inches above the floor.
- All emergency escape and rescue openings shall have a minimum net clear opening of 5.7 square feet (5 square feet at grade level).
- Grade floor openings shall have a minimum net clear opening of 5 square feet.
- The minimum net clear opening height shall be 24 inches.
- The minimum net clear opening width shall be 20 inches.
- Emergency escape and rescue openings shall be operational from the inside of the room without the use of keys or tools.

Enclosed attics and enclosed rafter spaces formed where ceilings are applied directly to the underside of the roof rafter shall have cross ventilation for each separate space by ventilating openings protected against the entrance of rain or snow. Ventilating openings shall be provided with corrosion-resistant wire mesh, with 1/8-inch minimum to 1/4-inch maximum openings.

The total net free ventilating area shall be not less than to 1 to 150 of the area of the space ventilated, except that the total area is permitted to be reduced to 1 to 300, if at least 50% and not more than 80% of the required ventilating area is provided by ventilators located in the upper portion of the space to be ventilated at least 3 feet above eave or cornice vents, with the balance of the required ventilation provided by eave or cornice vents. As an alternative, the net free cross-ventilation area may be reduced to 1 to 300 when a vapor barrier having a transmission rate not exceeding 1 perm is installed on the warm side of the ceiling.

You must include roof vent calculations in your drawings.

Please provide a water meter work sheet if you are adding plumbing fixtures (see Appendix A for an example). This information must be on the plans, not a separate sheet.

Any addition of conditioned space shall meet the minimum energy efficiency requirements of Chapter 11 of the 2006 International Residential Code. (Compliance with Chapter 4 of the 2006 International Energy Conservation Code is also acceptable.) Following are the minimum requirements from Table N1102.1 of the 2006 International Residential Code –

• Windows/Skylights	U-Factor	.65/.75
• Windows/Skylight	Solar Heat Gain Coefficient	.35/.35
• Ceiling	R-Value	30
• Wood Frame Wall	R-Value	13
• Mass Wall	R-Value	4/6*
• Floor **	R-Value	13

*The R-6 value is for when over ½ of the walls insulative value is provided on the interior of the building.

**This is not a slab on grade, this would be the value for a typical framed floor.

The building thermal envelope shall be durably sealed to limit infiltration. The following shall be caulked, gasketed, weatherstripped, or otherwise sealed.

- All joints, seams and penetrations.
- Site-built windows, doors and skylights.
- Openings between window and door assemblies and their respective jambs and framing.
- Utility penetrations.
- Dropped ceilings or chases adjacent to the thermal envelope.
- Knee walls.
- Walls and ceilings separating the garage from conditioned spaces.
- Behind tubs and showers on exterior walls.
- Common walls between dwelling units.
- Other sources of infiltration.



The Town of Buckeye requires the drawings provide proof that the addition complies with the 2006 International Energy Conservation Code (IECC). Proof of compliance can be obtained by using REScheck, a free downloadable program. The program can be found at www.energycodes.gov/rescheck

Supply and return ducts shall be insulated to a minimum of R-8. Mechanical system piping capable of carrying fluids and circulating hot water systems shall be insulated to a minimum of R-2. A permanent certificate shall be posted on or in the electrical distribution panel. The certificate shall be completed by the builder or registered design professional. The certificate shall list the predominant R-values of insulation installed in or on ceiling/roof, walls, foundation and ducts outside conditioned spaces; U-factors for fenestration; and the solar heat gain coefficient (SHGC) of fenestration (windows/glass doors/skylights). Where there is more than one value for each component, the certificate shall list the value covering the largest area. The certificate shall list the type and efficiency of heating, cooling and service water heating equipment. (The blank certificate is provided with your building permit.)

Storage Sheds

A storage shed is defined as a subordinate structure or building used primarily for storage purposes, of a height not greater than 7 feet, and total square footage under the roof not to exceed 120 square feet, with no utilities (water, sewer, electrical or gas).

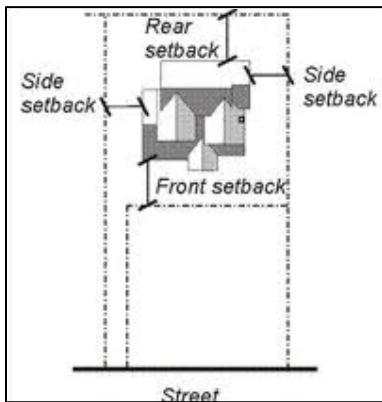
As defined, this structure does not require a building permit. If the storage shed exceeds the parameters defined above, it becomes an accessory building and must meet the requirements for that type of structure.



Storage sheds are limited to one per lot and they must be located in the side or rear yard of the property. They are subject to side and rear yard setback requirements and must not be placed in an easement.

Storage shed roofs shall not drain onto adjoining properties.

Setbacks



Minimum interior side and rear yard setbacks shall be five (5) feet from property line.

Building projections such as fireplaces, bay windows or building service equipment shall not encroach more than 2'-0" in depth and 8'-0" in length. Projects cannot be closer than 3'-0" from property line.

Mechanical equipment, such as air conditioners, may be constructed within the rear or side yards provided that in no case shall said mechanical equipment be nearer than five (5) feet to the property line within a required side yard.

Swimming Pools and Spas

Pool engineering plans, stamped and sealed by an engineer, are required on all custom in ground pools and spas. Plans are required on all pre-manufactured above ground pools and spas.

Swimming pools shall not occupy any front yard nor shall the water's edge be located closer than 5 feet to any side or rear property line.

The water's edge must be a minimum of 5 feet from the fence for all pools constructed on a lot with an offset property line and/or an offset fence.

A pool or pool decking cannot be constructed across a property line.

An engineered surcharge design is required for in-ground pools built closer than 5 feet to a building foundation.

Pool equipment must be 5 feet from the water's edge.

Prior to construction, all easements must be cleared by the utility companies.



Any glazing within 5 feet of the water's edge where the bottom edge is less than 60 inches above grade must be safety glazed. Tinting film may not be used to satisfy this requirement.

Town of Buckeye Pool Barrier Information



Town of Buckeye Community Development Department

TOWN OF BUCKEYE BARRIER INFORMATION

Date: _____

Customer: _____

Address: _____

The information below pertains to all windows, doors, and gates entering into the backyard enclosed within the perimeter walls.

Please check all barrier requirements that pertain to your home:

____ Perimeter wall must be at least 5' in height from the outside

____ Pedestrian gates must open out away from pool and be self closing/self latching at least 54" above grade.

____ R.V. gates must be padlocked and must have a spring on main opening side if there is not a 4' pedestrian gate.

____ Ground level doors with direct access to the pool area must be equipped with a self latching/self closing device at least 54" above floor level and open away from pool area.

____ ALL windows (except bedroom fire egress windows) with access to the pool area must be equipped with one of the following:

____ A) Screwed in place wire mesh screens OR;

____ B) Keyed locks that prevent opening the window more than 4"

____ I will be doing a 5' wrought iron fence completely around pool barrier

____ I will be doing a partial 5' wrought iron fence with some other barrier

*The protective fence or wall shall be located a minimum horizontal distance of fifty-four (54) inches from any structure, storage or equipment that could be used to climb the wall or fence from the outside.

*The protective fence or wall shall contain no opening, handhold or other means accessible from the exterior side of the enclosure that could be used to climb the wall or fence.

*Pet doors are not permitted to access pool area.

***OWNER RESPONSIBILITY:** It is the responsibility of the property owner to ensure that any pool enclosure fence and its appurtenances (i.e., gates, latching device, locks, etc.) are maintained in safe and good working order.

ALL WINDOWS, DOORS and ROOMS MUST BE SHOWN ON PLOT PLAN IF NOT ENCLOSING THE "ENTIRE" POOL WITH A 5' WROUGHT IRON FENCE.

By signing below, you are aware of the pool barrier codes for the Town of Buckeye and must have them in place by final inspection for the pool.

Customer: _____ Date: _____

Salesperson: _____ Date: _____

Appendix A Water Meter Worksheet

Fixture	Number	Value	Total
Water Closet (tank type)		x 2.2	
Shower Stall		x 1.4	
Bathtub (with/without overhead shower head)		x 1.4	
Lavatory		x 0.7	
Kitchen Sink		x 1.4	
Dishwasher		x 1.4	
Hose Bibs (count all)		x 2.5	
Laundry or Utility Sink		x 1.4	
Automatic Clothes Washer		x 1.4	
If you use a full bath group, do not count the individual fixtures.			
Full Bath Group (with/without shower head or shower stall)		x 3.6	
Half Bath Group (water closet and lavatory)		x 2.6	
Kitchen Group (dishwasher and sink with/without garbage grinder)		x 2.5	
Laundry Group (clothes washer standpipe and laundry tub)		x 2.5	
Total Fixture Units			

Total developed length of the water line from the water meter to the furthest water-using fixture unit. (**Note:** this is usually the hose bib at the rear of the home).

Total distance: _____ feet

Indicate the size of the existing water meter and supply size:

Meter size _____

Supply size _____

Note: for a room addition, please include both the existing and new on this sheet.

Appendix B Electrical Load Calculation Worksheet

For a dwelling unit having the total connected load served by a single 3-wire, 120/240 volt set of service entrance or feeder conductors with an ampacity of 100 or greater.

LIVABLE SQUARE FOOTAGE _____ SF @ 3= _____ VA

SMALL APPLIANCE CIRCUITS (2 minimum) _____ @ 1500 = _____

LAUNDRY CIRCUIT (Required in new dwelling: 1500) = _____

ELECTRIC DRYER (Nameplate rating or 5,000) = _____

ELECTRIC RANGE (Nameplate rating or 12,000) = _____

COOKTOP & OVEN (Nameplate rating or 6,000 each) = _____

MICROWAVE OVEN (Dedicated circuit: 1200) = _____

DISHWASHER (W or W/) Disposer on circuit: 1500) = _____

DISPOSER (Separate dedicated circuit: 720)= _____

ELECTRIC WATER HEATER (Nameplate or 4,500) = _____

OTHER _____

SUBTOTAL = _____ VA

FIRST 8 KVA @100% = 8,0000

REMAINDER @ 40% = _____

SUBTOTAL = _____ VA

DIVIDED BY 240 V = _____ AMPS

AIR CONDITIONING = _____ AMPS

TOTAL = _____ AMPS

REQUIRED SERVICE _____ AMPS

Appendix C

Homeowners Association Review and Approval



TOWN OF BUCKEYE DEVELOPMENT SERVICES DEPARTMENT

MEMORANDUM

TO: Buckeye Homeowner

FROM: Phil Marcotte, Chief Building Official

SUBJECT: Homeowners' Association Review and Approval

Thank you for applying for a permit for your residential improvements. By taking the time to apply for this permit you are not only ensuring your safety but also assisting the Town of Buckeye in its efforts to maintain a well-built environment.

In our efforts to ensure a safe and well-built community, we have partnered with your Homeowners' Association (HOA) to share information about residential improvements in your area. As such, we want to encourage you to obtain approval from your HOA prior to completing the improvements for which you have received a permit.

Since the Town of Buckeye has different building requirements than your HOA's Conditions, Covenants and Restrictions (CC&Rs), we cannot guarantee that the improvements that you are about to complete are allowed by your association. Your association may have building, structural or design standards that are not required by the Town. Therefore, it is important that you contact your HOA to ensure that your home improvements are allowed by your association and that they are in compliance with the standards set forth by your community.

Again, we thank you for your cooperation and look forward to working with you when your project is ready for inspections. If you have any questions or need assistance, please contact us at (623) 349-6200.

Signature: _____ Date: _____

530 E. Monroe • Buckeye, Arizona 85326 • (623) 349-6200 • FAX (623) 349-6222